Using Cataloger's Desktop

This document contains copies of the slides used in a Cataloger's Desktop Training session given in Cambridge in May 2006

Contents (with hyperlinks)

Using Cataloger's Desktop (http://desktop.loc.gov)

Anna Martin and Pete Girling

Libraries@Cambridge,

Cambridge University, 2006

15/05/06

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Contents of this course

- A quick overview of Cataloger's Desktop
- Shows how the program works, not what the contents are

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What is Catalogers' Desktop?

- Provides *online* access LC's most heavily used cataloguing publications:
- Anglo-American Cataloguing Rules (AACR2)
- Library of Congress Rule Interpretations
- LC Subject Cataloging Manuals and schedules
- Latest editions of all MARC standards

When would you use it?
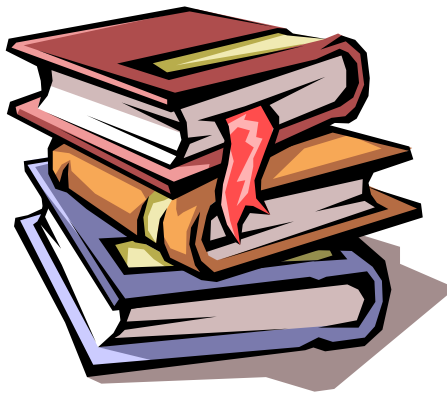
- To understand why a copied record was done that way and to check if it is correct
- In cataloguing original material e.g. Theses, published slides, videos, foreign etc.

Logging on

To log on to Cataloger's Desktop on the Web, open a browser session and go to http://desktop.loc.gov/ (there are details in the FAQs about creating a desktop icon to Cataloger's Desktop). Click 'Log On' to start a session.

Pop up blockers
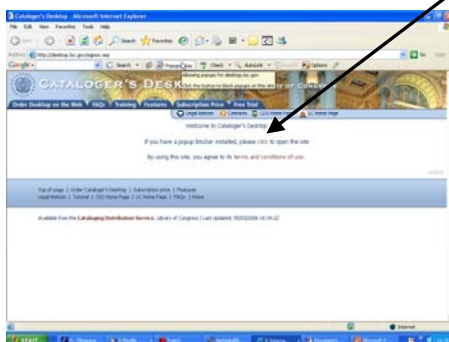
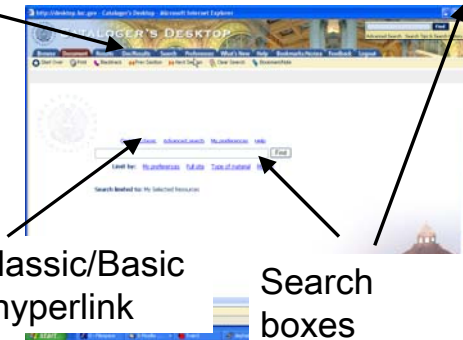- If this screen appears, you will need to select 'Please click to open the site'.
- It is helpful to allow pop-ups on the site http://desktop.loc.gov.

The Start page

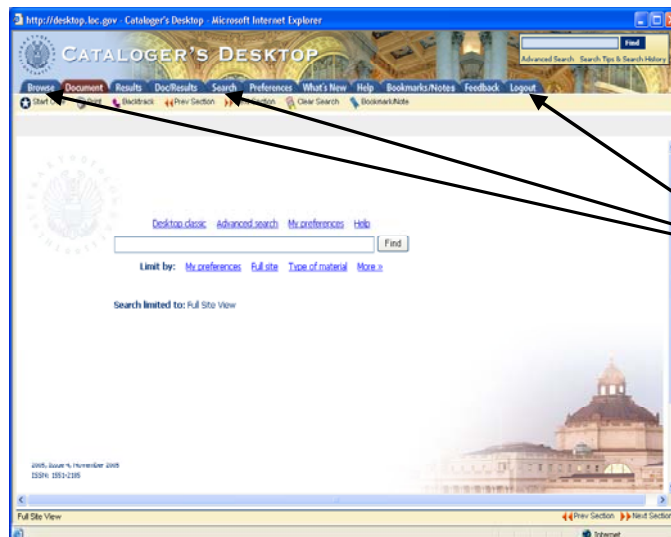- Note the 'Start Over' button. This always brings you back to this screen in the pane on the right (the 'Document pane.')

Desktop Classic/Basic switch hyperlink

Search boxes
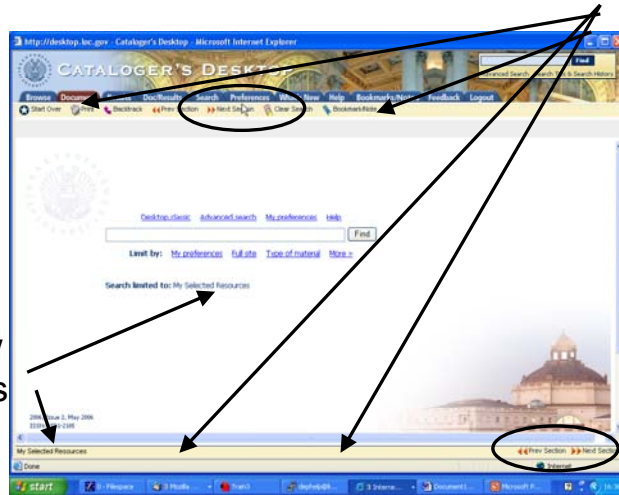
The View bar

View tabs, e.g. 'Browse' and 'Search'

The Toolbar

Toolbars

Note 'Previous' and 'Next' Section buttons (circled)

Site View reminders

The Hyperlinks on the Start page: overview

Hyperlinks are often duplicated
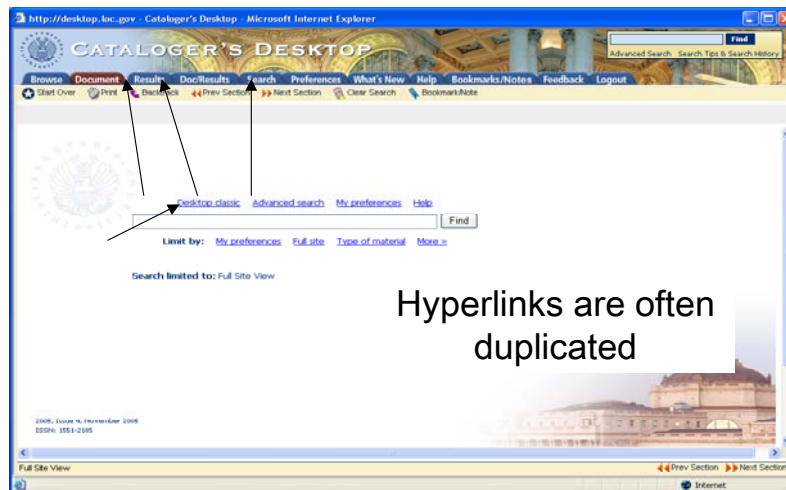
Hyperlinks on Start (cont.)
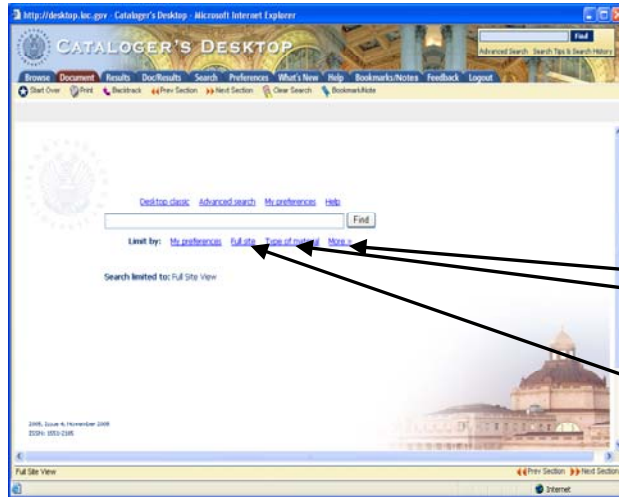
'Type of Material' button with 'More' hyperlink

'Full Site' button to remove limits
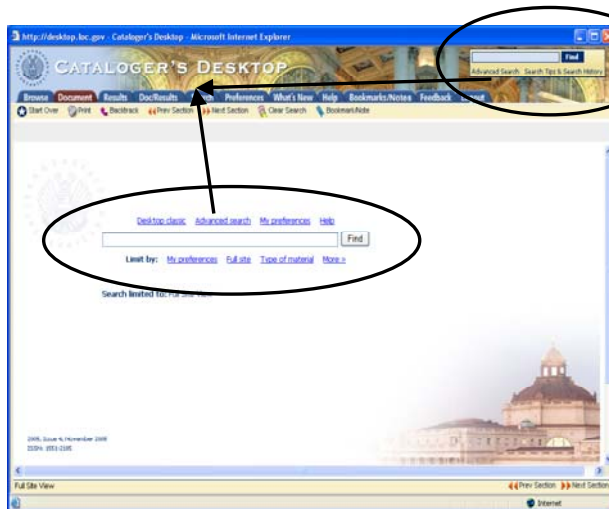
The Search boxes

Two search (or 'Find') boxes which function identically, with hyperlinks to the 'Advanced Search view,' (duplicates the 'Search' tab.)

Opening a view from the View bar
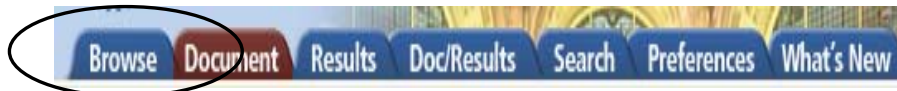
To open a view, press the relevent tab e.g.. the 'Browse' tab in the 'View bar'

The Table of Contents in the Browse view (1)

The Table of contents pane and the Document pane

The Table of Contents in the Browse view (2)

List of folders of available resources

Selecting a resource to search in 'Browse'
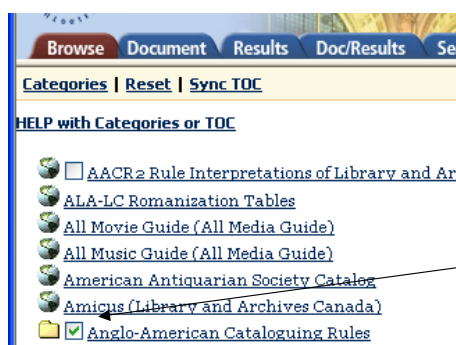
- You can select resources to search in 'Browse' by clicking in their boxes and entering a term in the 'Search' box ; (here AACR has been selected and searched for "laws")

Results of search in browse

- Since only one resource was selected, all the returns come from one resource, in this case AACR2
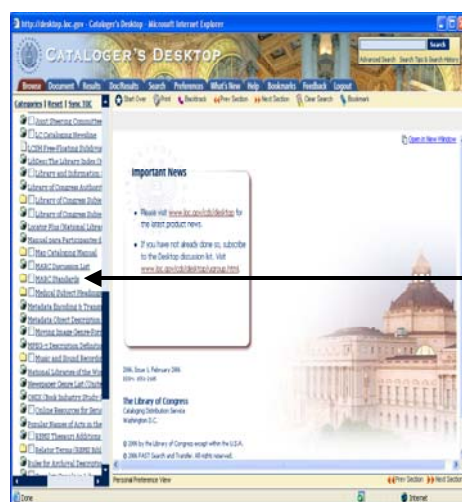
A Resource folder

- Scrolling down categories: note 'MARC Standards' category folder is closed

Opening a Resource folder

- When clicked on, the 'MARC Standards' folder opens revealing sub-folders

Hyperlinked contents pages

- Scrolling down the MARC standards document you can see further hyperlinks to additional resources

Nested folders

- The subfolders may contain further subdivisions
- Some of the links take you to external websites (marked with a globe)
- Note the categories hyperlink

Folder open reveals subfolders

External website link

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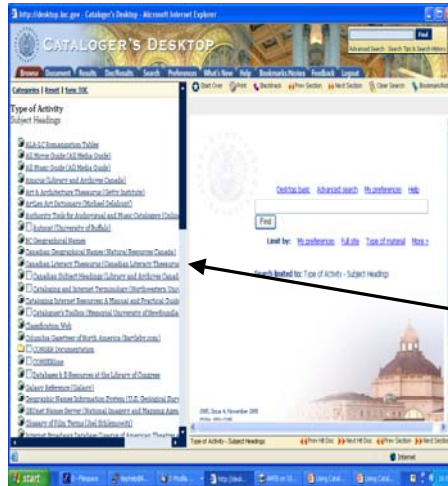# Selecting a category (1)
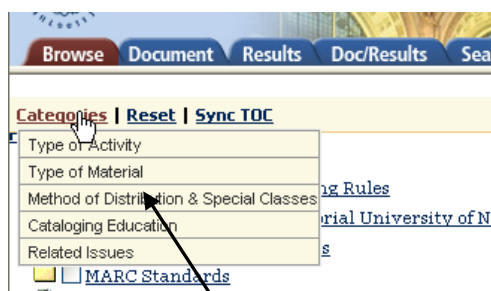
Clicking on 'Categories' in the 'Browse' view brings dropdown menu. 'Type of Activity' was selected leading to a new selection.

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Selecting a Category (2)

- In the category 'Subject headings,' for instance, the list on the left is much shorter and now only includes material that relates to subject headings
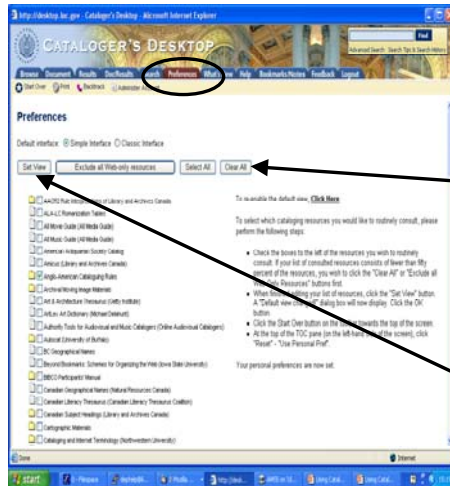
Choice of category options

Browse Document Results Doc/Results Search
Categories | Reset | Sync TOC

Type of Material
Text
Cartographic Materials
Music & Sound Recordings
Motion Pictures and Videorecordings
Graphic Materials
Electronic Resources
Three-Dimensional Artifacts and Realia

Browse Document Results Doc/Results Search
Categories | Reset | Sync TOC

Method of Distribution & Special Classes
Monographic Resources
Continuing Resources
Archival & Rare Materials
Manuscripts (including Manuscript Collections)
Canadian-Related Resources

Browse Document Results Doc/Results Search
Categories | Reset | Sync TOC

Cataloging Education
Instruction for Library Science Students
Continuing Education
Instruction for Library Technical Staff
Instruction for Non-Catalogers

Browse Document Results
Categories | Reset | Sync TOC

Related Issues
Community Information
Discussion Lists
MARC Code Lists
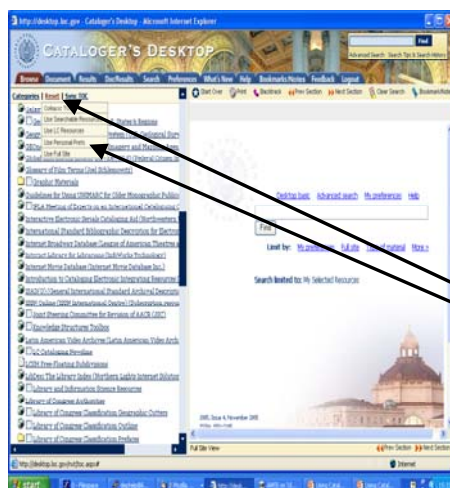MARC Standards
Metadata Resources
Online Catalogs

Setting preferences

- To remove resources that you seldom use, you can deselect them by clicking 'Clear all' and then click boxes to select your favourite resources.
- Click the 'Set view' button.
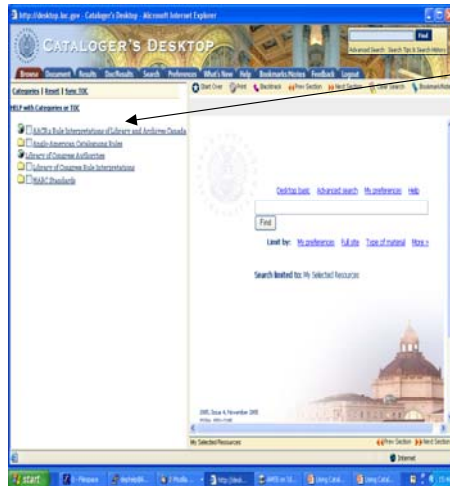
Selecting preferences in Browse (1)

- To select only those sources of information pre-selected in the preference view and display them in the table of contents pane, Click on Reset, select 'Use Personal Prefs' from the TOC dropdown menu
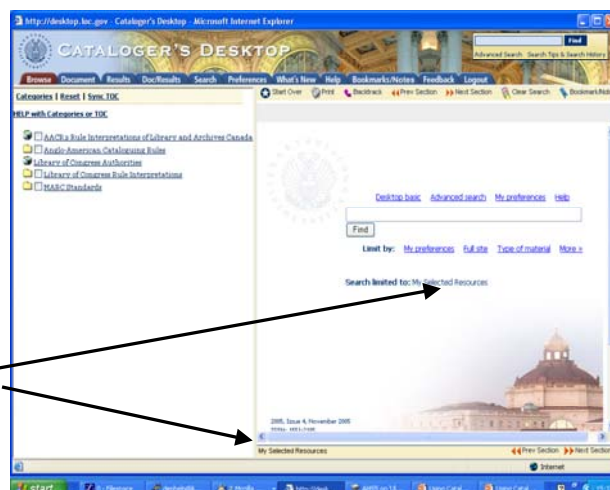
Selecting preferences in Browse (2)

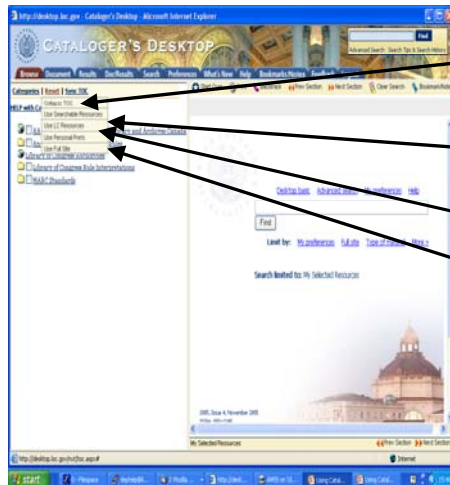- Preferences limit the material to be searched in the Table of Contents pane

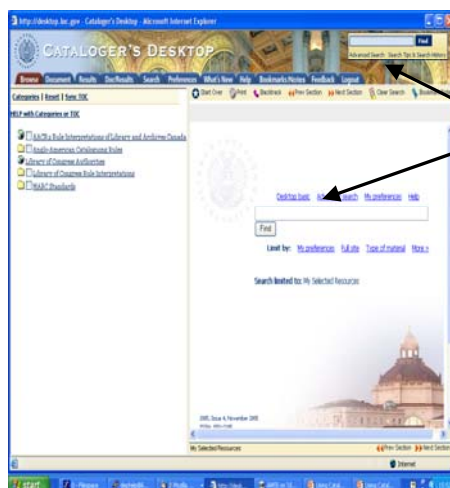# Checking what limits are in place

Site View reminders

Options in the Reset dropdown menu

- Use Searchable resources
- Use LC resources
- Use Personal prefs
- Use Full site
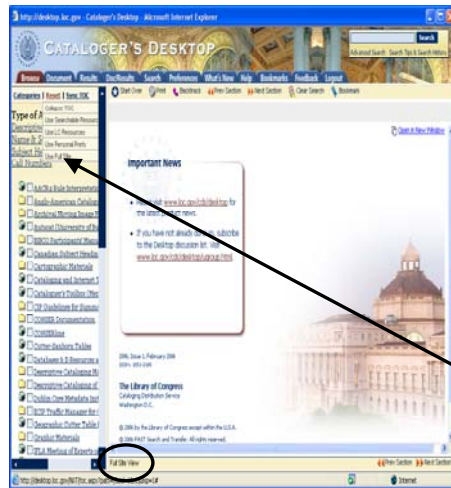
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Doing a simple search limited by Preferences

- You can search these limited categories in 'Browse' by using the search boxes

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Returning to the full site

- Remember to return to the full site once you have finished searching within a certain category: Click on the 'Reset' hyperlink and then select 'Use Full Site' from the dropdown list.

Switching to the Document view (1)

- Choose a document in the browse view, e.g.. Click on Anglo-American Cataloguing Rules

Switching to the Document view (2)

• Click on the 'Document' tab to bring up the 'Document' view.

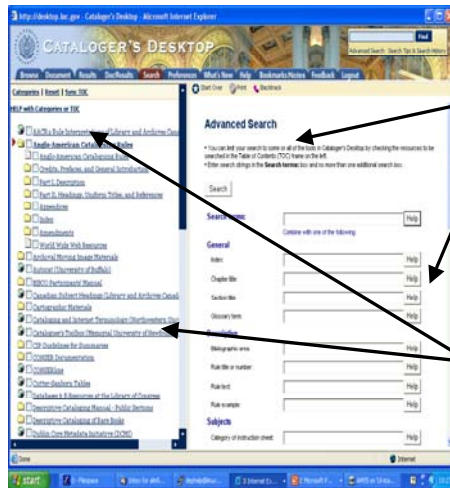# The Document view

• This view displays a a full screen version of the 'Document' pane

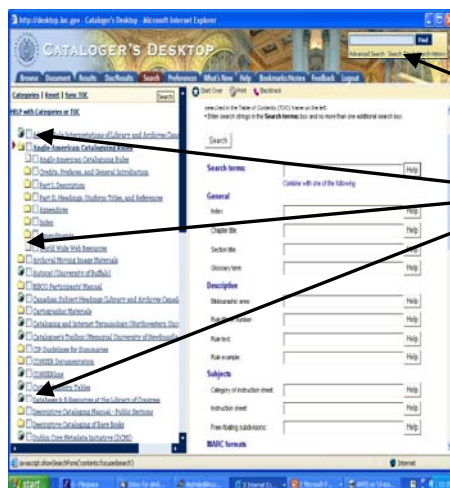• To return to the 'Browse' view, press the 'Browse' tab

Using the Search tab

- If you open the 'Search' tab you will find the Advanced Search pane displayed on your right.
- The 'Table of Contents' on the left displays all the resources which are searchable for that query
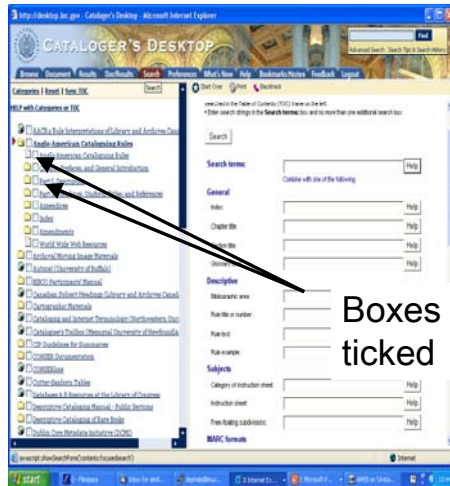
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The Search view

- Note the 'Quick search' box stays at the top
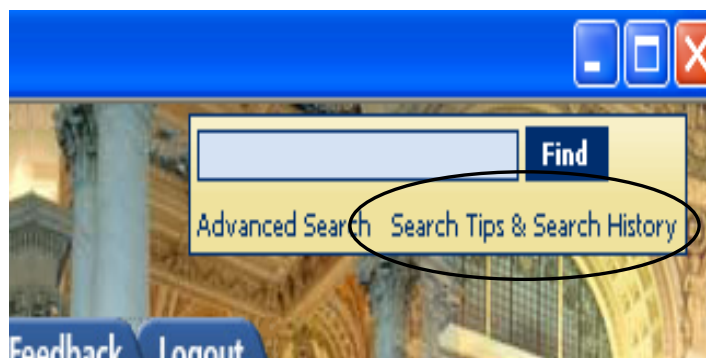- Note that a box has appeared next to each resource

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Using the Advanced Search pane

- Select the resources which you want to search by marking the relevant boxes, (or leave at the default, which searches all searchable resources.)

Boxes ticked

The Advanced Search boxes (1)

- Note the Search Tips link under the search box
- Use the 'Search terms' box to perform simple keyword and Boolean searches.

The Advanced Search boxes (2)- search tips

- The Search tips and Search History window reminds you about the Boolean searching
- It explains how to use the "wildcards" **?** to replace a single character, or ***** to replace multiple characters in a word.
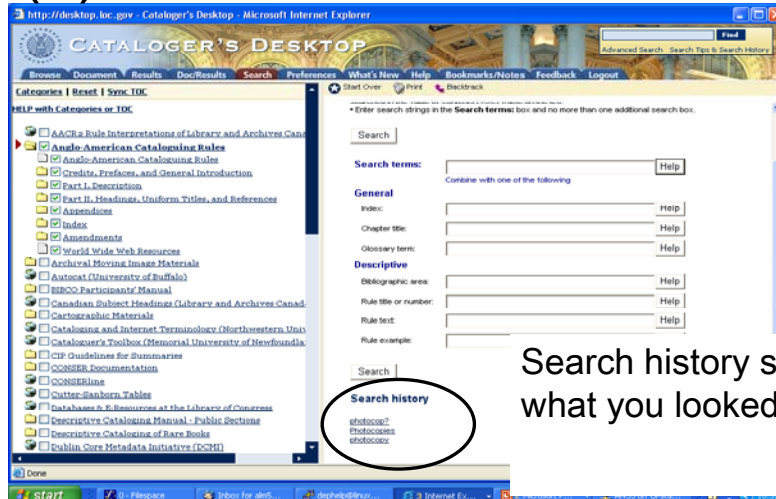
The Advanced Search boxes (3)

- For more tips on the Advanced tips Search boxes see the Union Catalogue Word document "Advanced Search boxes"

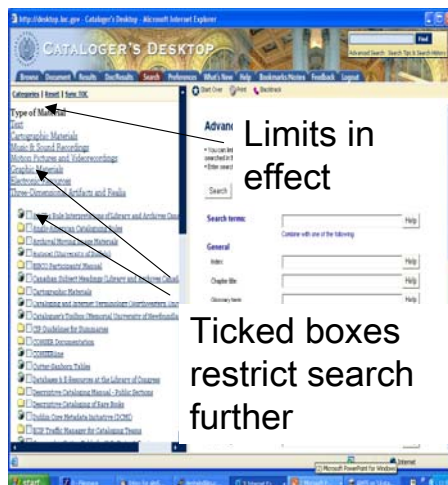# The Advanced Search boxes (4)

Search history shows what you looked for before

Limits imposed on searches

Limits in effect

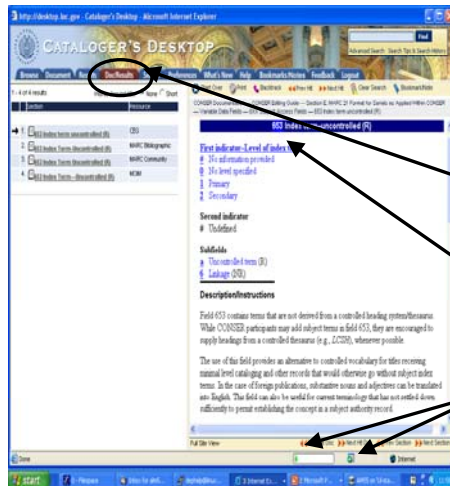Ticked boxes restrict search further

- The search is limited to searching those resources displayed in the Table of Contents pane. If some are ticked or preferences are in place, only the selected ones are searched and some boxes will not appear.
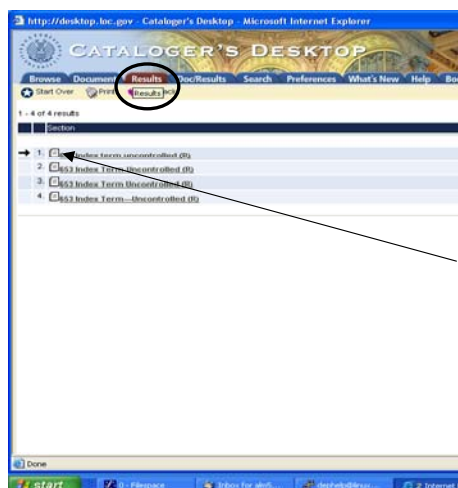
Results of a Search: Doc/Results view

The results of a full site MARC tag search for '653.'

- Search results displays in the Doc/Results panel.

- Note the term '653' is highlighted

- See navigation buttons at the bottom: Previous and Next Docs and Sections
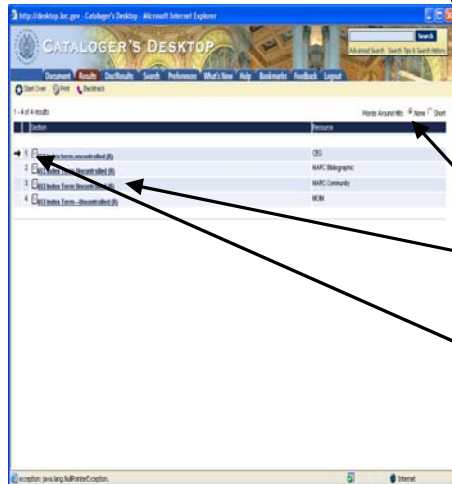
Results of a Search: Results view

The results of a full site MARC tag search for '653,' when the Results tab is opened

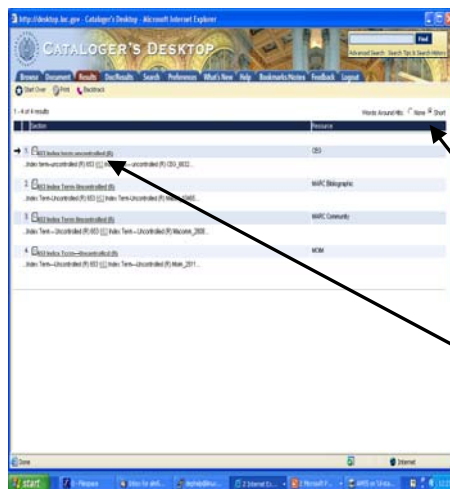- Search results displays in the Results panel full window.

Results views: radial buttons (1)

- Note that in this view the option for Words Around Hits is set at None
- Note the results are shown out of context
- Next Click on a hyperlink to view the document

Results views: radial buttons (2)

- Note that in this view the option for Words Around Hits is set at Short
- Note the results are now shown in context

Results of a search: Results screen displaying document

- In the Results view, if you click on the hyperlink of the results, the document will display in the full screen view

Icons (1)

- In Doc/Results view, see navigation icons at the top: (Startover, Print, Backtrack, highlight and bookmark) and bottom: (Previous and Next Docs and Sections)

Icons (2)

⭐ Start Over	Refreshes both panes
🖨 Print	Prints
⬅ Backtrack	Back to the last screen(s)
◀◀ Prev Section ▶▶ Next Section	Section before (in AACR2 for example)
🧽 Clear Search	Clears results from the Table of Contents frame
🔖 Bookmark	Adds bookmark for document being viewed to your list of Bookmarks

To print a page

Browse Document Results Doc/Results Search Preferences What's New Help Bookmark
⭐ Start Over 🖨 Print Backtrack ◀◀ Prev Section ▶▶ Next Section 🧽 Clear Search Bookmark/Note

- In appropriate views the Print toolbar button is displayed. This prints the whole of the current document.
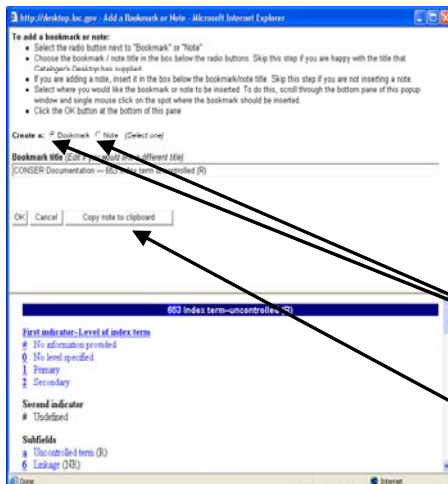- As usual in Windows, you can choose to just print a highlighted section

Creating a Note or Bookmark (1)

- Click on the Document pane. Note the Bookmark/Note button appears in the top toolbar
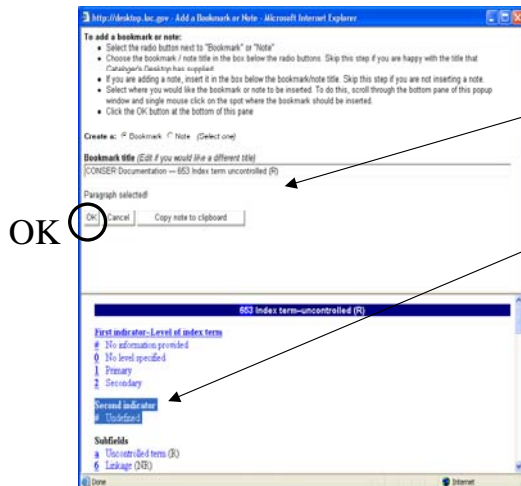- Click on this icon

Creating a Note or Bookmark (2)

- A new pop up window appears explaining how to create a bookmark
- You have to choose whether to create a bookmark or a note
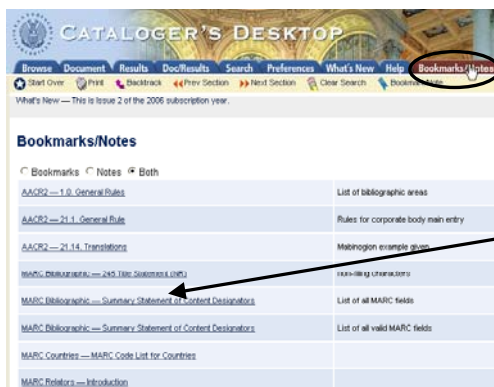- You can create or confirm a title

Creating a Note or Bookmark (3)

OK ○

- Write the text of a Note in the text box to create a note
- Or put your curser in the paragraph of text in the document to create a bookmark which marks this spot
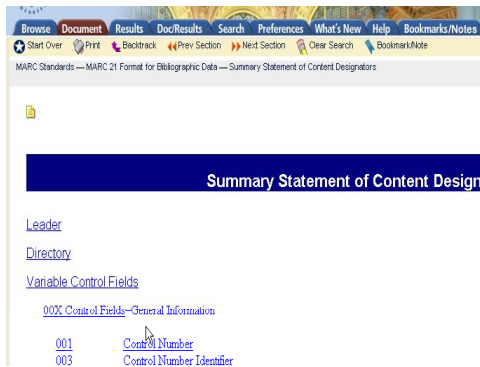- Click on OK to confirm. This saves the information.

To view your Bookmarks

- Click on the Bookmark tab to see your saved Bookmark.
- To view resource, click on one of your bookmarks

Bookmark effects

- Clicking on the saved bookmarked hyperlinks in the Bookmark view brings you to this Document view, where the section you marked is displayed

The 'What's New' view

'What's New' shows recent developments (check quarterly?)

Other features

•Desktop Discussion list

•Autocat

•Graphics thesaurus

•Library of Congress Subject Headings

Benefits of using a web-based documentation resource (1)

- Searches many sources of cataloguing information quickly
- Online material organised and searchable in a variety of ways
- Hypertext links make it easy to move from relevant sections of one publication to another

Benefits of using a web-based documentation resource (2)

- Allows you to customize your files to suit your needs and create a personal file of notes and bookmarks.
- Copy-and-paste capability is available to create your own documents
- Doesn't go out-of-date and good value for money
- Usable from several PC's at once (unlike a book)

Where to find help

Quick tips are available at:

http://www.loc.gov/cds/desktop/web-faqs.html#Quick_Tips